



MEMORANDUM

To: Mayor and City Council

From: Graham Waters, City Administrative Officer

Cc: Department Heads

Re: City Administrative Officer's Report for September, 2014

Date: September 2014

Administration

- I am planning to publish these reports on a monthly basis to recap the previous month's activities, versus previously publishing them for every meeting. Eventually, with the incorporation of our strategic plan, I hope to incorporate performance measurers from that as well.
- The Youth Activities Grant will be advertised in the upcoming Nov./Dec. newsletter, we have already received two applications so far. The deadline to apply is at the end of December. Applications are available at City Hall and on the City's website.
- The City is partnering with the County EDC to host a Business Networking Event at Stonefish Restaurant in November, more information to come.
- The City is hosting an Economic Development tour of New Carrollton on Wednesday October 1st, together with the County's economic development team, we will be touring the 450 corridor and viewing several successful development areas in Washington D.C.
- The City's Dog Park Committee will hold its first meeting in early October, it's not too late to join. If interested please call City Hall
- The City's Veteran's Committee would like to remind residents that they are creating a list of Veteran's who live in the community, please call City Hall for more details
- The Administration is working on our application for the Community Development Block Grant, we will be requesting funding for the City's Economic Development efforts.
- The City has begun its strategic planning efforts in the City's first-ever strategic plan. The plan will set the vision and direction the City will be heading over the next 3-5 years. We hope to

gather input from employees by holding multiple focus groups, the Mayor and Council from their retreat, and the public through our citizen survey results and other outreach efforts.

Finance and Accounting

- The auditors have finished reviewing the City's FY 2014 financials and will begin compiling their report for publication in December.
- Monthly Balance Report: Attached is the August 31st Balance Sheet and Fund Balance report.
- Our Director of Finance and Accounting, Mr. Skaria Abraham, is retiring after 17 years of service to the City. We are eternally grateful for his integrity and professionalism, and we wish him well in his future endeavors. The City will be advertising for this position immediately, as the FY 2016 budget cycle begins in December.

Code Enforcement

- Attached is the report from Code Enforcement for the month of September

City Clerk

- The City's Children Halloween Party is October 25th from noon to 3pm at City Hall, this year features new games, a haunted house, and Manchito the Clown. The event is free, children ten years and younger are welcome.

Human Resources

- The City is hosting a Wellness Clinic for its employees on Monday, October 20th from 10:00am to 2:00pm. Employees will be able to receive the flu vaccination, a wellness screening and complete a health assessment. Everyone who completes a health assessment will be entered into a drawing. Prizes include an iPad, \$100 gift cards and \$50 gift cards to local retailers. Onsite, we will have representatives from Cigna informing employees about maintaining a healthy lifestyle, Retro Fitness promoting special discounted rates to City employees and ICMA-RC to discuss financial wellness regarding various retirement planning options.
- City employees participated in Sexual Harassment Prevention Training on Wednesday, September 24th and Thursday, September 25, 2014. The sessions were engaging and informative. A make-up session will be held for those who were unable to attend.

Attachment_1_August FY 15 Balance Report

Statement of Activity - MTD and YTD by Department
CITY OF NEW CARROLLTON
For 8/31/2014

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Financial Report

	Budget	M-T-D Actual	Y-T-D Actual	Pct Exp	Remaining Balance
INCOME STATEMENT					
REVENUES/OTHER SOURCES					
REAL PROPERTY TAXES					
01-1000-30100- REAL PROPERTY	4,356,132.00	8,338.11	8,338.11	0.00	4,347,793.89
01-1000-30150- BUS. REAL PROPERTY - PUBLIC SAFETY	265,000.00	0.00	275,993.85	(1.04)	(10,993.85)
REAL PROPERTY TAXES	4,621,132.00	8,338.11	284,331.96	(0.06)	4,336,800.04
PERSONAL PROPERTY TAXES					
01-1000-30200- PERSONAL PROPERTY BUSINESS	310,000.00	19,571.70	22,028.20	(0.07)	287,971.80
01-1000-30250- PERSONAL PROPERTY-PUBLIC SAFETY	40,000.00	2,830.35	3,196.76	(0.08)	36,803.24
01-1000-30300- PERSONAL PROPERTY-RAILROAD & UTILITY	47,000.00	0.00	19,972.60	(0.42)	27,027.40
TOTAL PERSONAL PROPERTY TAXES	397,000.00	22,402.05	45,197.56	(0.11)	351,802.44
PENALTIES & INTEREST					
01-1000-30510- PENALTIES/INTEREST	9,370.00	2.61	2.61	0.00	9,367.39
TOTAL PENALTIES & INTEREST	9,370.00	2.61	2.61	0.00	9,367.39
STATE SHARED TAXES					
01-1000-30650- ADMISSION & AMUSEMENT	1,500.00	0.00	0.00	0.00	1,500.00
01-1000-31610- HIGHWAY USER & MOTOR VEHICLE	130,000.00	153,381.43	153,381.43	(1.18)	(23,381.43)
01-1000-31620- STATE INCOME TAX REVENUE	816,562.00	0.00	0.00	0.00	816,562.00
TOTAL STATE SHARED TAXES	948,062.00	153,381.43	153,381.43	(0.16)	794,680.57
COUNTY SHARED TAXES					
01-1000-31630- P.G. COUNTY DISPOSAL FEE REBATE	33,467.00	0.00	0.00	0.00	33,467.00
01-1000-31650- HOTEL / MOTEL TAXES	74,000.00	0.00	0.00	0.00	74,000.00
01-1000-31700- PAYMENT IN LIEU OF BANK STOCKS	20.00	0.00	0.00	0.00	20.00
TOTAL COUNTY SHARED TAXES	107,487.00	0.00	0.00	0.00	107,487.00
LICENSE & PERMITS					
01-1000-32100- STATE TRADERS & PEDDLERS	10,500.00	0.00	0.00	0.00	10,500.00
01-1000-32150- CITY BUSINESS LICENSE	10,100.00	420.00	11,640.00	(1.15)	(1,540.00)
01-1000-32200- COMCAST CABLE FRANCHISE FEES	86,000.00	0.00	0.00	0.00	86,000.00
01-1000-32210- VERIZON CABLE FRANCHISE FEES	77,000.00	0.00	0.00	0.00	77,000.00
01-1000-32310- VERIZON PROPERTY LEASE	7,200.00	690.00	2,070.00	(0.29)	5,130.00
01-1000-32320- CRICKET COMMUNICATION FRANCHISE FEES	4,800.00	400.00	800.00	(0.17)	4,000.00
01-1000-32400- BUILDING PERMIT FEES	1,750.00	360.00	990.01	(0.57)	759.99
TOTAL LICENSE & PERMITS	197,350.00	1,870.00	15,500.01	(0.08)	181,849.99
INTERGOVT GRANTS					
01-1000-33700- STATE AID FOR POLICE PROTECTION	136,500.00	0.00	0.00	0.00	136,500.00
01-1000-33710- CRIME CONTROL & PREVENTION GRANT	0.00	104.00	607.00	0.00	(607.00)
01-1000-35310- SCHOOL BUS GRANT	4,000.00	0.00	0.00	0.00	4,000.00
TOTAL INTERGOVT GRANTS	140,500.00	104.00	607.00	0.00	139,893.00

Statement of Activity - MTD and YTD by Department
CITY OF NEW CARROLLTON
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Financial Report

	Budget	M-T-D Actual	Y-T-D Actual	Pct Exp	Remaining Balance
REVENUES FROM OTHER AGENCIES					
01-1000-35600- CABLE TV EQUI. SUPPORT GRANT-COMCAST	49,000.00	0.00	0.00	0.00	49,000.00
01-1000-35620- CABLE TV EQUIP.GRANT-VERIZON	<u>48,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>48,000.00</u>
TOTAL REVENUES FROM OTHER AGENCIES	97,000.00	0.00	0.00	0.00	97,000.00
CURRENT SERVICE CHARGES					
01-1000-35810- ADVERTISING FEES	3,500.00	19.35	34.83	(0.01)	3,465.17
01-1000-35820- MUNICIPAL CENTER ROOM RENT	2,300.00	50.00	250.00	(0.11)	2,050.00
01-1000-35845- BOARD OF APPEALS FEES	800.00	0.00	460.00	(0.58)	340.00
01-1000-35850- FINGERPRINT FEES	450.00	0.00	0.00	0.00	450.00
01-1000-35860- SPECIAL POLICE SERVICES	27,500.00	2,293.00	5,598.00	(0.20)	21,902.00
01-1000-35910- RENTAL PROPERTY INSPECTIONS	195,200.00	3,550.00	250,750.00	(1.28)	(55,550.00)
01-1000-35920- PROPERTY CLEAN UP & LIENS	21,100.00	0.00	0.00	0.00	21,100.00
01-1000-36000- TRASH PICK UP SERVICE FEES	322,900.00	0.00	0.00	0.00	322,900.00
01-1000-36010- RECYCLING FEES	<u>42,600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>42,600.00</u>
TOTAL CURRENT SERVICE CHARGES	616,350.00	5,912.35	257,092.83	(0.42)	359,257.17
FINES & FORFEITURES					
01-1000-36110- MUNICIPAL INFRACTIONS	1,600.00	800.00	900.00	(0.56)	700.00
01-1000-36155- SPEED CAMERA REVENUE	96,000.00	10,998.58	15,767.51	(0.16)	80,232.49
01-1000-36160- VEHICLE CONTROL FINES & TOWING	<u>380,000.00</u>	<u>25,733.50</u>	<u>55,961.00</u>	<u>(0.15)</u>	<u>324,039.00</u>
TOTAL FINES & FORFEITURES	477,600.00	37,532.08	72,628.51	(0.15)	404,971.49
INTEREST & DIVIDENDS					
01-1000-36260- INTEREST EARNED ON INVESTMENTS	6,200.00	397.04	800.12	(0.13)	5,399.88
01-1000-36300- SCRAP METAL & PAPER	2,500.00	38.00	393.27	(0.16)	2,106.73
01-1000-36320- SEIZED REVENUES	500.00	173.00	173.00	(0.35)	327.00
01-1000-36350- RIGHT-OF-WAY FEES	16,000.00	16,140.00	16,140.00	(1.01)	(140.00)
01-1000-36360- HEALTH INSURANCE PROCEEDS	102,400.00	0.00	0.00	0.00	102,400.00
01-1000-36370- PENSION REBATE	41,000.00	0.00	0.00	0.00	41,000.00
01-1000-36400- MISCELLANEOUS REVENUES	<u>45,000.00</u>	<u>32.84</u>	<u>191.14</u>	<u>0.00</u>	<u>44,808.86</u>
TOTAL INTEREST & DIVIDENDS	213,600.00	16,780.88	17,697.53	(0.08)	195,902.47
WEINBACH SCHOLARSHIP GRANT					
01-1000-36600- WEINBACH SCHOLARSHIP GRANT REVENUE	<u>500.00</u>	<u>0.00</u>	<u>500.00</u>	<u>(1.00)</u>	<u>0.00</u>
TOTAL WEINBACH SCHOLARSHIP GRANT	500.00	0.00	500.00	(1.00)	0.00
OTHER FINANCING SOURCES					
APPROPRIATED SURPLUSES					
01-1000-36840- CONTINGENCY RESERVE	130,000.00	0.00	0.00	0.00	130,000.00
01-1000-36850- UNDESIGNATED PRIOR YEAR SURPLUS	347,980.00	0.00	0.00	0.00	347,980.00
01-1000-36900- OPERATING RESERVE CARRYOVER	250,000.00	0.00	0.00	0.00	250,000.00

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Financial Report

	<u>Budget</u>	<u>M-T-D Actual</u>	<u>Y-T-D Actual</u>	<u>Pct Exp</u>	<u>Remaining Balance</u>
TOTAL APPROPRIATED SURPLUSES	<u>727,980.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>727,980.00</u>
TOTAL REVENUES/OTHER SOURCES	8,553,931.00	246,323.51	846,939.44	(0.10)	7,706,991.56
EXPENDITURES					
Mayor and City Council					
Personnel	38,619.00	2,798.90	5,623.14	0.15	(32,995.86)
Operating	<u>31,970.00</u>	<u>0.00</u>	<u>60.64</u>	<u>0.00</u>	<u>(31,909.36)</u>
Total Mayor and City Council	70,589.00	2,798.90	5,683.78	0.08	(64,905.22)
G.G. Administration					
Personnel	676,930.00	36,177.99	84,330.58	0.12	(592,599.42)
Operating	<u>559,710.00</u>	<u>28,875.56</u>	<u>87,750.27</u>	<u>0.16</u>	<u>(471,959.73)</u>
Total G.G. Administration	1,236,640.00	65,053.55	172,080.85	0.14	(1,064,559.15)
Financial Administration					
Personnel	263,117.00	16,685.10	34,786.31	0.13	(228,330.69)
Operating	<u>46,650.00</u>	<u>578.74</u>	<u>1,957.80</u>	<u>0.04</u>	<u>(44,692.20)</u>
Total Financial Administration	309,767.00	17,263.84	36,744.11	0.12	(273,022.89)
P.H. Code Enforcement					
Personnel	447,143.00	29,100.77	61,932.09	0.14	(385,210.91)
Operating	<u>96,450.00</u>	<u>4,643.86</u>	<u>5,547.07</u>	<u>0.06</u>	<u>(90,902.93)</u>
Total P.H. Code Enforcement	543,593.00	33,744.63	67,479.16	0.12	(476,113.84)
P.S. Police Administration					
Personnel	561,028.00	29,129.62	65,492.22	0.12	(495,535.78)
Operating	<u>162,750.00</u>	<u>11,822.84</u>	<u>62,923.61</u>	<u>0.39</u>	<u>(99,826.39)</u>
Total P.S. Police Administration	723,778.00	40,952.46	128,415.83	0.18	(595,362.17)
P.S. Police Technical Services					
P.S. Police Special Operation					
Personnel	77,807.00	13,378.02	30,395.78	0.39	(47,411.22)
Operating	20,700.00	468.35	786.23	0.04	(19,913.77)

Statement of Activity - MTD and YTD by Department
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Financial Report

	<u>Budget</u>	<u>M-T-D Actual</u>	<u>Y-T-D Actual</u>	<u>Pct Exp</u>	<u>Remaining Balance</u>
Total P.S. Police Special Operation	98,507.00	13,846.37	31,182.01	0.32	(67,324.99)
P.S. Police Patrol					
Personnel	1,200,669.00	77,857.18	172,252.93	0.14	(1,028,416.07)
Operating	<u>170,300.00</u>	<u>11,633.74</u>	<u>16,409.61</u>	<u>0.10</u>	<u>(153,890.39)</u>
Total P.S. Police Patrol	1,370,969.00	89,490.92	188,662.54	0.14	(1,182,306.46)
P.S. Parking Enforcement					
Personnel	221,006.00	13,783.87	30,788.44	0.14	(190,217.56)
Operating	<u>34,000.00</u>	<u>1,614.56</u>	<u>2,088.29</u>	<u>0.06</u>	<u>(31,911.71)</u>
Total P.S. Parking Enforcement	255,006.00	15,398.43	32,876.73	0.13	(222,129.27)
P.W. Administration					
Personnel	471,136.00	32,289.36	69,113.81	0.15	(402,022.19)
Operating	<u>180,200.00</u>	<u>6,874.58</u>	<u>39,882.51</u>	<u>0.22</u>	<u>(140,317.49)</u>
Total P.W. Administration	651,336.00	39,163.94	108,996.32	0.17	(542,339.68)
P.W. Highway					
Personnel	287,120.00	19,581.26	45,913.65	0.16	(241,206.35)
Operating	242,750.00	30,362.45	31,763.05	0.13	(210,986.95)
Capital Expenditures	<u>0.00</u>	<u>2,860.00</u>	<u>2,860.00</u>	<u>0.00</u>	<u>2,860.00</u>
Total P.W. Highway	529,870.00	52,803.71	80,536.70	0.15	(449,333.30)
P.W. Sanitation					
Personnel	675,095.00	41,277.60	91,048.28	0.13	(584,046.72)
Operating	<u>493,000.00</u>	<u>48,587.88</u>	<u>59,395.51</u>	<u>0.12</u>	<u>(433,604.49)</u>
Total P.W. Sanitation	1,168,095.00	89,865.48	150,443.79	0.13	(1,017,651.21)
P.W. Parks & Recreation					
Personnel	501,453.00	30,662.14	64,137.43	0.13	(437,315.57)
Operating	<u>139,250.00</u>	<u>11,482.68</u>	<u>13,022.13</u>	<u>0.09</u>	<u>(126,227.87)</u>
Total P.W. Parks & Recreation	640,703.00	42,144.82	77,159.56	0.12	(563,543.44)
Debt Principal & Interest					

Statement of Activity - MTD and YTD by Department
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	Budget	M-T-D Actual	Y-T-D Actual	Pct Exp	Remaining Balance
Debt Services/Other	<u>339,785.00</u>	<u>21,281.11</u>	<u>45,784.53</u>	<u>0.13</u>	<u>(294,000.47)</u>
Total Debt Principal & Interest	339,785.00	21,281.11	45,784.53	0.13	(294,000.47)
Miscellaneous					
Debt Services/Other	<u>610,793.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(610,793.00)</u>
Total Miscellaneous	610,793.00	0.00	0.00	0.00	(610,793.00)
Weinberg Scholarship					
Debt Services/Other	<u>4,500.00</u>	<u>500.00</u>	<u>500.00</u>	<u>0.11</u>	<u>(4,000.00)</u>
Total Weinberg Scholarship	<u>4,500.00</u>	<u>500.00</u>	<u>500.00</u>	<u>0.11</u>	<u>(4,000.00)</u>
TOTAL EXPENDITURES	<u>8,553,931.00</u>	<u>524,308.16</u>	<u>1,126,545.91</u>	<u>0.13</u>	<u>(7,427,385.09)</u>
REVENUE OVER(UNDER)	<u>0.00</u>	<u>(277,984.65)</u>	<u>(279,606.47)</u>	<u>0.00</u>	<u>279,606.47</u>

Department of Code Enforcement

Monthly Activity Report

September, 2014

Building Permits - Issuance of 6 new permits

Tall grass, weeds, and overgrown conditions violations totaled 29

Dead trees and stump removals amounted to 41 for the month

Sanitation violations: 16 for the month, including trash cans, storage containers, dumpsters, litter, garbage, rubbish and solid waste,

In addition to the above, there were 16 single family rental inspections at the following properties:

- | | |
|------------------------------|-------------------------|
| 1. 6110 85 th Pl | 9. 6408 Lamont Dr |
| 2. 6121 85 th Pl | 10. 8309 Larchwood St |
| 3. 6108 87 th Ave | 11. 8314 Larchwood St |
| 4. 6007 89 th Ave | 12. 8501 Madison St |
| 5. 6513 Fairbanks St | 13. 5811 Mentana St |
| 6. 7213 Good Luck Rd | 14. 8200 Quentin St |
| 7. 6404 Kaslo Ct | 15. 7508 Riverdale Rd |
| 8. 5821 Lamont Dr. | 16. 5901 Westbrook Terr |

The multi-family inspections totaled 36 for the month including those rented in either of the condominium communities, Frenchmen's Creek and Carrollan Gardens units, as well as those in any of the four rental apartments: Cambridge Crossing, Lenox Court, Sutton Walk and Carrollon Manor Apartments.